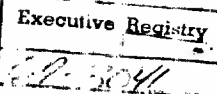


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21 June 1967

DD/ST# 2608-67


*ADM - 16 - 5*

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Science & Technology

SUBJECT: Reallocation of the Functions of the Collection  
Guidance Staff

Pursuant to our discussions on the subject, I request you take the necessary steps to accomplish the following actions effective 1 July 1967:

1. Disband the Collection Guidance Staff.
2. Establish an Information Requirements Staff (IRS) in the Directorate of Intelligence with the responsibility for servicing the needs of the intelligence-producing offices of the Directorates of Intelligence and of Science and Technology in the field of information requirements. (A statement of the mission and functions of the IRS is contained in Attachment A.)
3. Establish an Information Requirements Advisory Group (IRAG) to facilitate common action among the intelligence-producing components of the Agency and the IRS on information requirements and to assist, as appropriate, Agency operating officials, in developing consistent CIA positions on information gaps, priorities, and requirements policies. (The terms of reference for the IRAG are presented in Attachment B.)

  
Rufus Taylor  
Vice Admiral, U.S. Navy  
Deputy Director

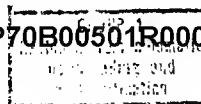
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Attachments:

- A. Mission & Functions of IRS
- B. Terms of Reference for IRAG

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cc: Executive Director  
D/DCI/NIPE  
Special Assistant to the Director  
Deputy Director for Plans  
Deputy Director for Support



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Mission and Functions of the  
Information Requirements Staff (IRS)

MISSION

The Information Requirements Staff is the central mechanism for processing, recording, and coordinating the information requirements of the intelligence-producing offices of the Directorates of Intelligence and Science and Technology and for assisting the DDI and the DDS&T in matters related to the collection of information.

FUNCTIONS

The Information Requirements Staff will:

1. Provide the central mechanism for information requirements by:
  - a. Assigning numbers to requirements and recording their contents and disposition for registry and retrieval purposes;
  - b. Notifying analysts of opportunities for acquiring needed information;
  - c. Informing analysts with proposed new requirements about related existing requirements levied by others in CIA and in other agencies;

- d. Arranging for coordination of requirements among intelligence-producing components with related responsibilities;
  - e. Arranging and fostering, when requested, direct analyst-collector contacts;
  - f. Directing requirements to specific collectors on an all-source basis in accordance with known capabilities;
  - g. Assisting analysts to terminate collection requirements which have been filled or are obsolete and to modify existing requirements as necessary;
  - h. Conducting liaison with information collection requirement units in other agencies; and
  - i. On request, arranging for analysts to prepare substantive evaluations of reported information.
2. Assist the DDI, the DDS&T and, as appropriate, the DDP by providing staff support for:
- a. Formulating CIA positions on collection requirement matters under consideration by USIB committees when no other appropriate mechanism exists;
  - b. Coordinating collection coverage requirements for multi-purpose collection systems;
  - c. Producing general collection guides; and

- d. Surveying and assessing the over-all effectiveness of the requirements process by maintaining registries, inventories, and other records.
3. Conduct the CIA program for briefing and debriefing of military attaches, embassy personnel, and other U. S. officials who serve abroad.
4. Conduct working-level liaison with other USIB agencies.

The Chief of the Information Requirements Staff will:

1. Participate in the meetings of the Information Requirements Advisory Group (IRAG) and provide staff support to the IRAG as directed.
2. Assist the IRAG and the intelligence-producing offices in developing common standards and procedures to be applied by supervisors for validating analysts' requirements and for monitoring analysts' performance in levying requirements.
3. Advise the heads of intelligence-producing components about problems related to information requirements and recommend remedial action as appropriate.

Attachment B

Terms of Reference for  
The Information Requirements Advisory Group (IRAG)

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1. The Information Requirements Advisory Group is established in order to facilitate common action among the intelligence production components of the Agency on information requirements policies and problems. Its members are: The Assistant Deputy Director for Intelligence (Chairman), a representative of the Deputy Director for Plans, the Chief, Information Requirements Staff, and the Deputy Director (or his representative) of FMSAC, OBI, OCI, ONE, ORR,  and OSI. Representatives of collection and processing activities may be asked by the Chairman to participate in meetings of the Group as appropriate.

2. The general and continuing responsibilities of the IRAG are:

a. To review problems arising out of the information requirements process, both as they relate to the collector-producer relationship and as they involve the responsibilities of office directors and division chiefs;

b. To recommend specific actions or develop programs and procedures to resolve the problems; and

c. To assist in developing guidance to collectors, including evaluating reported information, with the objective of achieving the efficient use of collection resources relative to the needs of producers for intelligence information.

3. The initial and specific responsibilities of the IRAG are to undertake the planning and to propose the actions necessary to implement various recommendations contained in the IG Survey. These are:

a. To devise practical measures to assist the directors of the member offices and their substantive division chiefs in carrying out their responsibilities for control, validation, and recording of requirements; for communication on needs with collectors; and for periodic audit of office and division performance in the field of information requirements (Recommendations Nos. 24 and 25);

b. To undertake the preparation of collection guides as needed on selected intelligence problems (Recommendation No. 13);

c. To reassess the Current Intelligence Reporting List (CIRL) and recommend remedial action (Recommendations Nos. 10, 11, and 12); and

d. To develop measures facilitating communication and exchange of information between CIA analysts and CIA collectors (Recommendation No. 7).

If the IRAG concludes that a recommendation of the Survey is not feasible, practical, or desirable, it will so advise the Deputy Director for Intelligence and the Deputy Director for Science and Technology.

4. The recommendations of the IRAG, upon approval of the Directorates concerned, will constitute guidance to the Chief, Information Requirements Staff.

5. Meetings of the IRAG will be held at the initiative of the chairman or upon the request of any member. Special meetings may be called between the chairman and selected members on topics of concern only to one of a few offices and which are not of general interest to the IRAG as a whole. The Information Requirements Staff will provide necessary secretariat assistance.